

We recommend you use OSU or departmental letterhead

***Note For Faculty:** Please write a support letter highlighting how the proposed experience will:

Advance the applicant's skill-building, networking, and professional development that will facilitate career exploration and education outside the classroom.

Highlight the potential impact of the proposed experience on the applicant's non-academic career exploration/goals relative to its cost.

Please keep this letter to one page in length.

[Faculty Name]

[Your Title]

[Your Institution]

[Your Contact Information]

[Date]

Dear Undergraduate Student CAF Review Committee,

I am writing to express my support for [Student Name]'s application for [Proposed Activity] during the [Term and Year]. I have had the pleasure of serving as [Student Name]'s [Academic Role] for the past [Number] years.

[Provide information about the value/importance of this opportunity/activity for Student Name's career development **outside the classroom**].

[Conclude with recommendation for Student Name to pursue Proposed Activity]

Please let me know if you have any questions about [Student Name]'s qualifications or my recommendation.

Sincerely,

[Your Signature]

[Your Typed Name]